

Important Coverage Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of important updates to your insurance coverage effective [effective date]. Your health and peace of mind are our top priority, and we have made some essential changes to better serve your needs.

Key Updates:

- **Coverage Change 1:** [Brief description]
- **Coverage Change 2:** [Brief description]
- **Coverage Change 3:** [Brief description]

If you have any questions or need further clarification, please do not hesitate to reach out to our customer service team at [phone number] or [email address].

Thank you for being a valued part of our community.

Sincerely,

[Your Name]

[Your Title]

[Company Name]